

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

DECEMBER 10, 2012

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from October 15, 2012
 - c. Homeland Security Grant Program Monthly Report from December 2012
 - d. Homeland Security Grant Program Purchasing Report from December 2012
 - e. Training and Exercise Subcommittee Meeting Minutes from November 7, 2012
 - f. Training and Exercise Subcommittee Meeting Minutes from December 5, 2012
2. October 15, 2012 minutes were reviewed and approved. (**Motion: Allen Metheny; Second: Mayor Carleton Carey, Passed Unanimously**)
3. **Old Business**
 - a. **Subcommittee Reports**
 - 1) ***Training and Exercise Subcommittee*** – (Robert Newnam, Chairman) – Robert Newnam, Delaware State Fire School, briefed the T&E Subcommittee meeting minutes from November and December have been provided to the group. However, please note that the December minutes are in draft form; the final minutes will be provided at the next DHSTPWG meeting on January 14, 2013. The following training requests have been approved: Meth-lab Training (\$24,000.00), Fraudulent Document Training (\$7,579.70), All Hazards Analytical Workshop (\$893.50), Specialized Analytic Seminar Series-All Crimes: Gangs (\$1,737.00), Maritime Analytical Workshop (\$1,712.00) and OSINT Collection, Analysis and OPSEC in the Cyberspace Domain Course (\$3,850.00). The following exercise request was approved: Cyber Security Workshop (\$10,000.00). The next meeting is scheduled for January 2, 2013 at 8:30 a.m. at the Delaware State Fire School.
 - 2) ***Funding Subcommittee*** – (Allen Metheny, Chairman) – Allen Metheny, Delaware Volunteer Fireman's Association (DVFA), stated that Jen Dittman briefed the status of FY08 & FY09 and that the two grants should be closing out in the following week. There were four (4) reallocation requests that were approved; refurbish EOD robots (\$70,000.00), Delaware Maritime Protection Project (\$220,500.00), Access Control for the City of Newark (\$25,000.00) and safety barrels (\$8,100.00). The group reviewed the status of FY10 projects and most Disciplines have provided a spending plan. If spending plans are not received by December 31, 2012, the funding will be

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opened up to all Disciplines at the next meeting scheduled for January 14, 2013.

Allen Metheny expressed concerns about FY10 order processing being delayed because of the close outs of FY08/09. Director Turner advised that he will address the concerns with the necessary personnel.

- 3) The next meeting is scheduled for January 14, 2013 at 12:30 p.m. in the DEMA Training Room.

b. **Equipment Procurement Progress (FY2010-FY2011)**

Jen Dittman, DEMA, explained that the HSGP Monthly Report and Purchasing Report from December 2012 contain the status of Disciplines' projects for FY10. The deadline for submitting spending plans is December 31, 2012. The Planners provided a breakdown of each project and a few projects have been flagged to make sure they spend all funding. Those projects include the Department of Agriculture contractor support (\$91,900.00) and Emergency Management Agencies (\$220,000.00). The remaining projects are moving forward as planned and do not foresee any issues with completing them before the grant deadline of March 31, 2013.

c. **Equipment Distribution Status**

Nothing new to report.

4. **New Business:**

- a. **FY10 Status** – Jen Dittman advised the Working Group that all subgrant applications were due by October 31, 2012 and specs for equipment purchases must be submitted by December 31, 2012. All projects must be completed by March 31, 2013.
- b. **State Preparedness Report (SPR)** – Will Hayes briefed that the SPR meetings were completed as of November 29, 2012. The results will be compiled and a list of gaps will be provided to the group. The final report is expected to be submitted on December 15, 2012. Will expressed thanks to the group for their participation in the survey. Jen Dittman asked the group for feedback.

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5. The meeting adjourned at 1:47 p.m.

Next Meeting - the next meeting is scheduled for January 14, 2013 at 1:30 p.m. - DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group
Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police, LE Co-Lead
Capt Thomas Emerson	Delaware National Guard, DNG Lead (Proxy)
Mayor Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
Absent	Police Chiefs Council
Absent	NCC Emergency Management
Absent	KC Emergency Management
Absent	Wilmington Emergency Management, EMA Lead
Joe Thomas	SC Emergency Management, SEMA Lead
Sharon Duca	City of Dover, PW Lead
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Tim Sexton	DHSS, Division of Public Health, PH Lead
Ellen Malenfant	DNREC, HZ Lead
Dave Roberts	Public Safety Communications, PSC Lead
Dave Mick	Emergency Medical Services, EMS Lead
Sandra Alexander	Department of Technology & Information, CS Lead
Absent	Department of Agriculture, AG Lead
Bob George	Citizen Corps, CCP Lead
Allen Metheny	Delaware Volunteer Firefighter's Association, FS Lead
Kami Beers	Department of Motor Vehicles, DMV Lead
James Hosfelt	Dover Police Department, LE Local Lead
Absent	Delaware State Police, LE Training & Exercise Lead
Working Group Members & Guests	
Summer Bowman	Department of Motor Vehicles
Bobby Schoonover	SC Emergency Medical Services
Dwayne Day	DelDOT
Tom Ellis	Department of Justice
Joe Wessels	Delaware League of Local Governments
Mike Chionchio	Office of the State Fire Marshal
Delaware Emergency Management Agency Staff	
Robert Pflaumer	Training Administrator
Jennifer Dittman	Terrorism Preparedness Supervisor
Will Hayes	Planner
Beth Moran	Planner
Ron Price	Purchaser